



[**Employers:** This is a sample employee notice employers can use to inform their employees about earned sick and safe time as required under [Minnesota Statutes § 181.9447, subdivision 9](#). Instructions for completing this notice are in brackets. Delete all instructions before providing this to the employee.]

Ogeysiiska shaqaalaha ee waqtiga la kasbaday ee jirada iyo kan la keydsaday

Shaqaalaha Minnesota waxay xaq u leeyihii in ay kasbadaan waqtii jirada loogu talagalay iyo waqtii ay keydsan karaan, oo ah nooc fasax shaqo oo lacag aad qaadaneyso. Shaqaaluhu waa in ay u ururto hal saac oo ay kasbanayaan jirro ahaan iyo waqtii u keydsamaya ah 30kii saacadood ee kasta oo ay shaqeeyaan, ilaa ugu yaraan 48 saacadood sannadkii. [If you are using a more generous accrual system or a front-loading system, edit the previous sentence and insert the applicable system for the employee who will receive this notice.] Hal sano marka loo eego waqtiga u ururaya shaqaalaha ee jirada iyo wakhtiga la keydsado waa: [Note here how you define the accrual or benefit year for the employee. Examples include the calendar year, year by work anniversary or another 12-month period.]

Saacadaha la kasbaday ee jiradda iyo tan la keydsado ee uu hayso qofka shaqaalaha ahi haysto, iyo saacadihii ugu danbeeyay ee la isticmaalay mushaar-qaadkii ugu dambeeyay, waa in lagu muujiyaa warqada mushaarka ee shaqaalaha ee ay helaan marka mushaar-qaadka waqtigisii la gaaro mar kasta. Saacadaha la kasbaday ee jiradda iyo tan la keydsado waa in mushaarkoodu la mid noqdaa lacagta uu shaqaaluhu saacadii ku shaqeeyo. Shaqaalaha loogama baahna in ay raadiyaan ama keenaan qof bedela xilligooda shaqada si ay u isticmaalaan waqtigooda jiradda iyo tan la keydsado. Waxay u isticmaali karaan waqtiga la kasbaday ee jiradda iyo tan la keydsado dhamaantiis ama qayb ka mid ah waqtiga shaqada, taas oo ku xiran baahidooda.

Waqtiga la kasbaday ee jiradda iyo tan la keydsado waxaa loo isticmaali karaa:

- Jirrooyinka maskaxda ama jirka ee shaqaalaha, is daaweynta ama daryeelka ka hortagga ah;
- Jirrooyinka maskaxda ama jirka, daawaynta ama daryeelka caafimaadka ka hortagga ah ee xubin qoyska shaqaalaha ka mid ah;
- Maqnaansho ay sababtiisu tahay gaboodfalka xaaska, faraxumaynta galmada ama dabagal/faduul (stalking) qof shaqaale ah kugu sameynayo ama xubin qoyskooda ah;
- Xiritaanka goobta shaqada ee shaqaalaha sababo la xiriira cimilada ama xaaladaha degdegga ah ee bulshada ama xiritaanka iskuulka xubnaha qoyskooda ama xarunta daryeelka, cimilada ama xaaladda degdegga ah ee bulshada awgeed; iyo
- marka ay go'aamiyaan hay'adda caafimaadka ama xirfadle daryeelka caafimaadka ahi in shaqaalaha ama xubnaha qoyskoodu ay halis ugu jiraan in ay qaadsiyyaan dad kale cudur la kala qaado.

Ogeysiinta loo-shaqeeyaha, dokumentiyada

Loo-shaqeeyuhu wuxuu uga baahan karaa shaqaaliihiisa in ay siiyaan ilaa toddobo maalmood oo ogaysiis ah marka ay suurtogal tahay (tusaale, marka shaqaaluhu uu leeyahay ballan caafimaad oo hore loo qorsheeyay) kahor inta aysan isticmaalin waqtii jirada iyo kan la kaydsado. Loo-shaqeeyaha waxa kale oo uu uga baahan karaa shaqaaliihiisa in ay keenaan dokumentiyo gaar ah oo ku saabsan sababta ay u isticmaalaayaan waqtiga la kasbaday ee jiradda iyo tan la keydsado haddii ay isticmaalaan in ka badan saddex maalmood oo isku xigta.

[The following is an example of an employer policy for employees to provide notice before using earned sick and safe time. Edit the following text to match your company's policy.] Haddii shaqaaluhu uu qorsheynayo inuu isticmaalo wakhtiga buka ee la kasbaday ee ballanta, daryeelka ka hortagga ama sabab kale oo la oggol yahay oo ay hore u yaqaaniin, ku ogeysi [name or position] qaab ah [phone, email or other communication] sida ugu fog ee suurtogalka ah, laakiin ugu yaraan ah [number between one and seven] maalmood ka hor. Xaaladaha marka shaqaaluhu aanu bixin karin ogaysiis hore, shaqaaluhu waa inuu la xiriira [name or position] qaabka ah [phone, email or other communication] isla marka ugu horeysa ee ay ogaadaan in aysan awoodi doonin in ay shaqeeyaan.

Aargoosi, xaqa aad u leedahay in aad cabasho gudbiso

Waa sharci darro in loo-shaqeeyuhu uu ka aargoosto, ama uu qaado tillaabo taban, oo lid ku ah shaqaalaha isticmaala ama codsada waqtiga la kasbaday ee jiradda iyo tan la keydsado ama haddii kale ay isticmaalaan xuquuqdooda waqtiga la kasbaday ee jiradda iyo tan la keydsado ee sharciga qabo. Haddii shaqaaluhu rumaysan yahay in aargudasho lagu sameeyay ama si aan sax ahayn loogu diiday waqtiga la kasbaday ee jiradda iyo tan la keydsado, waxay u dacwoon karaan Minnesota Department of Labor and Industry (Waaxda Shaqada iyo Warshadaha ee Minnesota). Waxa kale oo ay ka xarayn karaan dacwad madani ah maxkamadda si loo xukmiyo xad-gudubyada waqtiga la kasbaday ee jiradda iyo tan la keydsado la xiriirra.

Wixii macluumaad dheeraad ah

Kala xiriir Waaxda Shaqada iyo Warshadaha ee Minnesota Qaybleeda Heerarka Shaqada (Minnesota Department of Labor and Industry's Labor Standards Division) lambarka 651-284-5075 ama dli.laborstandards@state.mn.us ama booqo bogga internetka ee waqtiga la kasbaday ee jiradda iyo tan la keydsado ee ah dli.mn.gov/sick-leave.

Dukumeentigan waxaa ku qoran maclumaad muhiim ah oo ku saabsan shaqadaada. Calaamadee sanduuqa bidixda xiga si aad ugu hesho maclumaadkan luqaddan.